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Report for Week Ending 23 February 1956  
 from  
 FORMS MANAGEMENT BRANCH

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General Information

1. Storage of Stocked Classified Blank Forms [redacted] of the Security Division, Office of Logistics was contacted regarding the problems of storing classified blank forms in the Warehouse and Supply Rooms. He advised that OL is aware that present facilities are inadequate. OL is now taking steps to remedy the situation with temporary measures now in effect to take care of the forms presently in stock. Mr. [redacted] agreed OL would assume full responsibility for the secure storage of any forms now in the supply system or that may be subsequently printed. 25X1A9 A

2. Employee Suggestion # 2145 [redacted] - The development of a specialty type form and its adoption within RI/FI resulted in reduction of a triple operation to a single operation with annual savings of \$11,623.56. 25X1A9 A

3. Employee Suggestions under consideration within the Branch have now been reduced to two.

Pending Actions

DD/I - DD/P

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I. IAC - AHIP - WGIR [redacted] - The first meeting of WGIR was held in the OP Curie Hall Conference Room 2/16/56. Representatives of State, Army, Navy Air and CIA attended. WGIR Terms of Reference were satisfied. Information Report forms of member agencies were reviewed and discussed. A Defense Subcommittee Chaired by Lt. Jones, Navy was appointed to develop a common DD report form for use by Army, Navy, Air. It was agreed that State and CIA would continue to study their peculiar internal problems in an attempt to eventually develop a common IAC Form.

DD/S

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2. Periodic Step Increase Certification Form. Parts I and II, Tentative Form No. 560 [redacted] Meeting held several months ago with Office of Personnel officials questioning the necessity of these two forms resulted in the decision to "hold up" on their further development until a second look could be taken at the real need for the procedure involved in their use as spelled out in the proposed change to Section II of Regulation No. [redacted]

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To date nothing further has come out of the Personnel Office to indicate the specific action to be taken in regard to the procedure.

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Inquiry as to the present status of these forms has recently been received from the Regulations Control Staff which is presently concerned with the proposed Section IV of Regulation [redacted]. This subject has been discussed informally with [redacted] of the O&M Staff who, it is understood, is responsible for a survey of the procedures involved. As a result of this discussion all papers, notes, drafts, etc., were turned over to Mr. [redacted] for a discussion of the matter with Mr. [redacted]. 25X1A9 A

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3. Classified Message, Form No. 12 (Revision), 12a (Revision,) and 12b (New) [redacted] - The Cable Secretariat has completed a test of a black hecto carbon master with a neutral (silicone) overcoating with satisfactory results. Specifications for these forms are being changed to call for this new feature in the latest stock replenishment actions. The black hecto is much cleaner than purple and the use will boost morale of Cable Secretariat personnel considerably. *ite*

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Reports for Week Ending 23 February 1956  
from  
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

Followed up on the reports inventories still outstanding from the Offices of Security and the Comptroller. I was again given assurance that the material would be available within a week. I plan to work with Mr. [ ] all afternoon today in screening and verifying his inventory.

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Comments on the proposed DD/S reports management notice have been received from all major DD/S Offices and Staffs. Full concurrence was received from all components but the Office of Communications. I believe the differences can be resolved verbally. I've been unable to contact Mr. [ ] of the Office of Communications to reconcile these differences. Project is 35% complete.

Project 6-13 - Dispatch Format and Procedure

No change in project status pending preparation of specifications for the new dispatch forms by the Forms Management Branch. Project is 33% complete.

Project 6-22 - DD/I Reports Survey

No change pending compilation of the reporting workload imposed on DD/I components by requirements for Support reports.

General Information

a. Launched a study of the headquarters-wide system of receiving and accounting for CIA Telephone Directories. Discussed with the Chief, Telephone Section, the problem of getting reports of accountability from the 31 offices which distribute and account for directories. He concurred in the use of a form to speed up submission of reports to him. I propose recommending that a similar form be used to simplify intra - office reporting of the accountability for directories.

b. Designed a "Document Brief" form by which pertinent paragraphs of documents for the DCI or DDCI's attention can be cited to speed up their review. The form also provides for citing the required action that should be taken on the document, and furnishes space for a brief on the document.

Accompanied Area Records Officers of RI, NEA, and the Offices of Research and Reports, Logistics, and the Comptroller to the IRAC meeting of 17 February.

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